

MUSCOGEE (CREEK) NATION

Personnel Services – P.O. Box 580 – Okmulgee, OK 74447 – (918) 732-7827

JOB OPPORTUNITY



JOB TITLE: PROGRAM MANAGER

SALARY RANGE: \$34,340.80 - \$44,803.20

LOCATION: MUSCOGEE (CREEK) NATION CHILDREN & FAMILY SERVICES

JOB DUTIES: Under the supervision of the Community Services Director, the Program Manager shall be responsible for directing, planning & implementing all programs under Children & Family Services. Supervise particular aspects of all cases and legal aspects. Keep abreast of all caseload and particular caseload assignments and maintain professional caseload assignments and maintain professional sensitivity and confidentiality, standards of practice. Make clear and detailed presentations in court and other public situations. Maintain a good working knowledge of all programs under the CFSA and be able to make presentations or disseminate program information upon request. Develop and administering all programs listed under Children & Family Services Administration. Control and expand funds under appropriate guidelines of each program to meet audit requirements and assure proper funding levels. Write and submit proposals in order to fund Children & Family Services programs. Write and submit required reports in timely manner in order to renew present contracts. Evaluates the performance of both the programs and employees, for improvement and effectiveness.

JOB QUALIFICATIONS: *Minimum Requirements:* Bachelors Degree in Social Work. Minimum of two (2) years experience in a specialized/or related field. Must be able to maintain confidentiality at all times. Must exhibit good leadership skills and be trustworthy in working with staff and clients associated with CFSA programs. Good oral and written skills. *Preferred Requirements:* Masters Degree with experience in Child Abuse and Neglect, Litigation, and development and implementation of Children, Youth and Family Programs. Must possess a valid driver's license and submit and pass all background checks and drug testing.

***COMPLETED EMPLOYMENT APPLICATION IS REQUIRED**
INDIAN PREFERENCE

CLOSING DATE: OPEN UNTIL FILLED

SEND APPLICATIONS TO:

Muscogee (Creek) Nation Personnel Services
P.O. Box 580
Okmulgee, OK 74447
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